

## MADERA COUNTY

### DEPUTY AUDITOR-CONTROLLER

#### DEFINITION

Under general direction, to assist with planning, organizing and coordinating the operations of a division of the Auditor-Controller's Department; to supervise professional, supervisory and other subordinate staff, and to do related work as required.

#### DISTINGUISHING CHARACTERISTICS

The Deputy Auditor-Controller assists the Auditor-Controller and the Assistant Auditor-Controller in the administration of one or more of the functional accounting and/or auditing divisions within the Department. The work typically includes responsibility for some of the most difficult and complex accounting projects and reports.

#### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May assist with planning, directing, managing, and overseeing the functions, operations, and programs of work division of the County Auditor-Controller's Department; participate in the development and implementation of goals, objectives, policies, and priorities for assigned operations; direct, supervise, train and evaluate assigned personnel; supervise and assist with a variety of financial records maintained by the Auditor-Controller's Department; provide assistance in resolving financial record keeping, budget, tax apportionment, and computer application problems; perform special projects as assigned; assist with and prepare special reports for the budget process; ensure fiscal record keeping systems comply with State Controller Standards and other appropriate Federal, State, local, and department policies, procedures, laws, codes, and regulations; prepare complex and comprehensive financial reports including those regarding tax assessments, estimated and actual tax revenues, and financial transactions; participate in the calculation and estimation of potential tax revenues received by the County, school districts and special districts within Madera County; calculate and verify a variety of tax rates; calculate appropriate apportionment of collected taxes to different agencies; prepare a cost allocation plan; respond to inquiries and requests for information; interpret and explain County fiscal policies and procedures; prepare correspondence and reports; provide information and assistance to outside auditor as necessary for audit completion.

#### OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

## JOB RELATED AND ESSENTIAL QUALIFICATIONS

### Knowledge of:

Policies, operations, and functions of the County Auditor-Controller.  
Pertinent Federal, State, and local laws, codes, and regulations including laws, codes, ordinances, and regulations governing the financial operations of the County and other government entities.  
Principles and practices of government and commercial accounting including cost accounting and budgeting.  
Principles of public finance administration.  
Principles, practices, and techniques used in auditing, financial analysis, and research.  
Principles and procedures of financial and statistical record keeping and reporting.  
Spreadsheet and database applications and operations.  
Property taxation assessment, collection, and apportionments.

### Skill to:

Operate modern office equipment including computer equipment.

### Ability to:

Assist with planning, directing, managing, and overseeing assigned programs, functions, and operations of the County Auditor-Controller's Department.  
Analyze financial data, systems, and procedures to improve internal controls, efficiency of operations, and compliance with controlling statutes.  
Examine and verify financial documents.  
Prepare complex financial and budget statements.  
Communicate clearly, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of increasingly responsible experience in the maintenance of fiscal records requiring comprehensive knowledge of government agency accounting and budgeting.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, public administration, business administration, or a related field.

License or Certificate:

Certification as a Certified Public Accountant in the State of California is highly desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: June, 2007